



LIBRARY
2014 / 2015



Universidad
de Navarra

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Knowledge at your fingertips

An entire service at your disposal

The Library of the University of Navarra places at the disposal of its users a collection of over one million volumes and a considerable number of electronic resources, with ample opening hours and installations endowed with adequate infrastructures for research and study.

These pages offer information of interest to users. More detailed information may be obtained by consulting the Library's Webpage.

On behalf of all who work in the Library of the University of Navarra, I wish to cordially greet those reading these pages, and to thank you in advance for any suggestions you may make to help us to continue to improve the services we offer.

Víctor Sanz Santacruz
Director of Library Services



1. ACCESS TO LIBRARY SERVICES

To use the Library Services, users must have a university card. The location for obtaining a card will depend on the type of user:

- Students (undergraduates and postgraduates): Office of the Registrar General Offices.
- Professors, other members and staff: Personnel Management Service.
- Alumni members: Information Desk (Main Library) and Research Support Desk (Science Library).
- Visiting professors, etc: A written voucher from the Head of Department is required.



Entrance Hall to the Main Library. Photo by Jorge Losada.

2. CAMPUS LIBRARIES

2.1. MAIN LIBRARY

This is the largest library on campus and contains most of the university collection, principally reading material related to Humanities and Social Sciences. The following rooms are located within this library:



- **Research Room:** This room is for postgraduate students and researchers. It consists of 5 floors containing more than 440,000 titles on direct access. There are 665 study spaces, 9 seminar rooms, PCs, scanners, printers-photocopiers, lockers, and self-service book lending machines.
- **Undergraduate Room:** This room is principally for undergraduates. It contains the recommended bibliography for all courses, PCs, scanners, printers-photocopiers, and self-service book lending machines. Access is via the South Entrance of the Main Library building.
- **Group Work Rooms:** There are four rooms available for students to hold meetings or carry out group projects. Reservations should be in advance made online.
- **Newspaper Room:** This room contains an ample collection of newspapers and periodicals of both general and historical information. It is on the floor –1.
- **Media Room:** This room contains a collection of documentaries, music, microforms, etc., with appropriate playback equipment. Located on the ground floor.
- **Reference Room:** This room contains all the general-content items (dictionaries, encyclopedias, index collections, etc.) and other reference books. Located on the ground floor.
- **Special Collections Room:** This room holds materials dated before 1835. It is located in Seminar 4D.

Throughout the academic year 2014-15, the rooms and services on the ground floor and floor –1 will be remodeled so as to better adapt to emerging needs.



Checking academic journals in the Science Library.

2.2. SCIENCE LIBRARY

This library is located on the first floor of the Science Library Building and contains the basic bibliography for all academic courses as well as specialized research material for chemistry, pharmacy, biology, nursing, medicine, etc., as well as a section of leisure reading material in both Spanish (PLC) and English (ENG).

There are 504 study spaces, 20 PCs, printers-photocopiers, scanner, self-service book lending station and lockers.

The following rooms are located within this library building:

- **Group Work Rooms:** There are 13 rooms which can be used for meeting or group work projects. These rooms should be booked online in advance.
- **Research Room:** This room is designed for postgraduates and researchers. It has a capacity of 32 work spaces.
- **Computer Room:** There are 32 PCs for individual work or for practical training classes and seminars.

2.3 ARCHITECTURE LIBRARY

The School of Architecture has a library which holds more than 12,000 volumes including books and specialized journals and magazines. There are 49 work spaces for consulting and studying, PCs, scanners and a self-service book lending station.

Throughout this 2014-2015 academic course, the library will be moved to the ground floor of the building; in a future work phase, remodeling and other improvements will be carried out.

2.4. ECCLESIASTICAL STUDIES LIBRARY

This library is located on the first floor of the Schools of Ecclesiastical Studies. It has 103 seats, 3 PCs and a self-service book lending station.

2.5. CLÍNICA UNIVERSIDAD DE NAVARRA LIBRARY

The eighth floor of the University Clinic holds a library with specialized material for medical personnel. The collection includes the books and journals available at the Science Library and numerous online resources.



Clínica Universidad de Navarra Library.

3. SERVICES

3.1 SEARCH AND INFORMATION ACCESS

UNIKA

Unika is a search engine that allows users to jointly consult electronically formatted and printed documents found in the principal library information resources (CATALOG, SABIO and DADUN), together with other resources (databases, repositories and catalogs from other libraries). It is the “Google” of the library world.

CATALOG

Our entire collection of books and periodicals is kept here, in different formats. Access is available by selecting the tag labeled “Books and more” located on the Library Webpage. Users may consult the existence of materials responding to their search, as well as availability and location. Requests may be made and available material may be reserved. Many e-books and online documents in their complete versions may also be accessed.

SABIO

Sabio is the access portal to the Library Services electronic resources. It provides access to the full texts of journals and databases available in electronic versions. It also offers the possibility to search the Library Catalog to check if the printed version is available and to request the item via interlibrary loan.

DADUN

Dadun is an open access institutional repository that collects, preserves and disseminates papers reflecting academic and scientific activity carried out at the University of Navarra. It contains documents, academic talks, doctoral theses, rare books, teaching materials, and journals published by the University etc.

3.2. LOANS

BORROWING BOOKS FOR HOME USE

Library users have the right to borrow a number of books (check the table below).

Loans are personal and require the presentation of a valid library card. This is done either at the checkout counters in each Library or at the self-service stations.

Through “My Library Account”, on the Library Services website, users can check their present situation regarding book loans or books on reserve and also renew items.

TYPE OF USER	LOAN ENTITLEMENTS	TYPE OF ITEMS	LOAN PERIODS (DAYS)	RENEWALS
Undergraduates	11	8 books	7 (21 PLC / ENG)*	3
		3 audiovisuals	7	1
Postgraduates Schools of Ecclesiastical faculty students Lecturers/ Professors Researchers Other Personnel	49	40 books	60	3
		3 audiovisuals	7	1
		5 reference items (auto-loan; for in-room use only)	7	None
Alumni members (already graduated) Users with agreements	23	15 books	7	3
		3 audiovisuals	7	1
		5 reference items (for in-room use only)	7	None
Temporary users (visitors)	20	15 books (for in-room use only)	7	3
		5 reference items (auto-loan)	7	None

*The Library has a collection of books in a section called “Read at Home” (call number PLC), which covers a wide range of genres. There is also a similar section in English in the Architecture and Science Libraries (call number ENG).

LOANS FOR IN-ROOM USE

In the Main Library (floors 1-5), the books that are taken to the tables must be previously registered at self-service loan stations.

INTERSITE LOANS

This service offers the possibility for books and scanned journal articles to be sent from one on-campus library to another (Main library, Science library and University Clinic library). This service is available to lecturers/professors, researchers, postgraduates and general staff members. The request is made through the Library catalog. Items can be picked up from the appropriate issue desk, upon receiving prior email notification.

INTERLIBRARY LOAN

This service is for members of the university who require documents from other off-campus libraries and for external centers or institutions that require documents from the University of Navarra library. Document receipt is by post or e-mail or delivery service, mostly PDF format; average delivery time 24-72 hours.



Intersite loans service.

3.3. INFORMATION AND CUSTOMER SERVICES

SUBJECT-SPECIFIC LIBRARIANS

These librarians act as liaisons between the different departments and the Library for issues regarding training, acquisition of literary works, support and reference for obtaining ANECA accreditation, bibliographic assessment, etc.

AREA DEPARTMENT	LIBRARIAN	E-MAIL ADDRESS
Architecture	María Alecha	alecha@unav.es
Art History	Isabel Iribertegui	isairi@unav.es
Center for Olympic Studies	Salomé Eslava	meochoa@unav.es
CIMA	María Marquínez	mmarquinez@unav.es
Clínica Universidad de Navarra	Fabiola de Goñi	fdegoni@unav.es
Communication	Pello Zapirain	pzapirain@unav.es
Ecclesiastical Studies	Amparo Cózar	acozar@unav.es
Economics	Emma Navarro	enavarro@unav.es
Education	Rocío Serrano	rserranov@unav.es
History Geography	Mónica d'Entremont	mdentremont@unav.es
Institute of Family Sciences	Rocío Serrano	rserranov@unav.es
ISEM	María Alecha	alecha@unav.es
ISSA	Marga García	mgbajo@unav.es
Law	David Aznar	daznar@unav.es
Medicine	Salomé Eslava Montserrat Royo	meochoa@unav.es mroyota@unav.es
Nursing	Lucía Zubasti	lzubasti@unav.es
Pharmacy	Arantxa Iturbide Montserrat Royo	ariturbide@unav.es mroyota@unav.es
Philology	Ana Rodríguez	arodriguez@unav.es
Philosophy	Inmaculada Pérez	ipermar@unav.es
Psychology	Teresa Grandal	tgrandal@unav.es
Science	Ana Nieva Montserrat Royo	anlopez@unav.es mroyota@unav.es
University of Navarra Museum	María José Guembe	mjguembe@unav.es

USER TRAINING

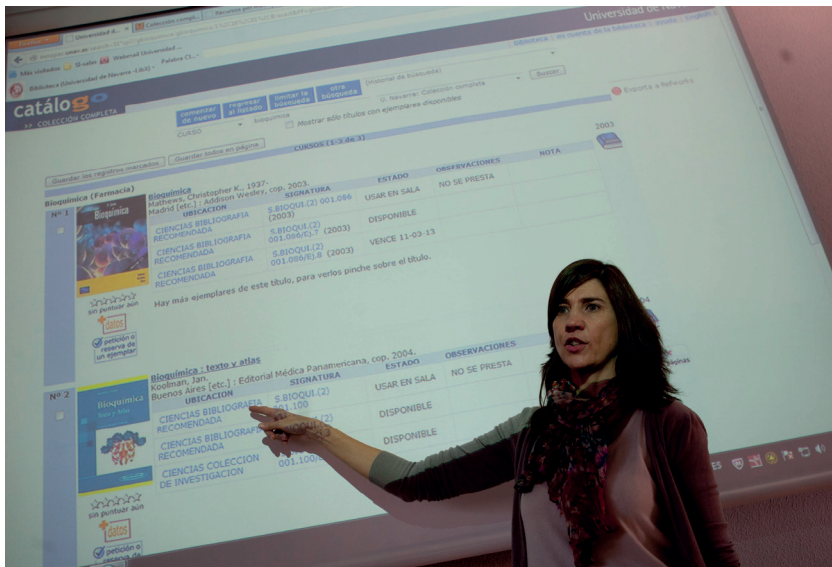
The Library organizes information training sessions in both official and unofficial programs to lecturers/professors and students. It also offers sessions for individual or group training regarding a specific subject or library services on demand. Users can put in their request for a specific service by filling out the online application form.

As a follow-up to these sessions, users can consult educational material developed by the Library (guides, tutorials, etc.) through YouTube or Slideshare tools.

TOPICS OR RESOURCES BY SUBJECT AREA

The Library Services webpage offers a selection of more than 100 subject area resources, with the most frequently used reference materials for different areas of study.

The “Research Support Guide” contains the necessary information for the teaching and research activity of professors and postgraduates. This guide is linked to the “Accreditation and Research Support Guide” in order to help with these evaluation processes.



User training session.



Reading a QR code.

NEWSLETTER

Library Services publishes a weekly newsletter for professors, postgraduates, and researchers. It includes the new bibliographic acquisitions incorporated into the Library during the week prior to publication, as well as resources and services that have been published on BibBlog, the library blog. (In Spanish).

THE LIBRARY IN THE SOCIAL NETWORKS



BibBlog: Novedades bibliográficas y otra información más relevante
<http://bibliotecaun.wordpress.com/>



Leyendo se entiende la gente: Fomento de la lectura
<http://bibliotecaun.wordpress.com/>



Investigación científica en abierto: DADUN y uso del Acceso abierto
<http://unavdadun.wordpress.com/>



YouTube
<http://www.youtube.com/user/bibliotecaunav>



Flickr
<http://www.flickr.com/photos/unavbiblioteca>



Delicious
<https://delicious.com/unavbiblioteca>



Twitter
<https://twitter.com/unavbiblioteca>

3.4. OTHER SERVICES

DOCUMENT COPYING AND PRINTING



Sentinel scanner.

The Library has self-service equipment for the reproduction of documents by means of photocopiers, printers, scanner or digitalization.

The user must always follow the current law regarding intellectual property.

LIBRARIES	PHOTOCOPIER PRINTERS*	SCANNERS**
Architecture	Ground floor	Ground floor
Clínica Universidad de Navarra	Computer Room	Computer Room
Ecclesiastical Studies	Reception	Reception
Main	2nd, 3rd and 4th floors Library lobby (South Entrance) Floor -1	1st, 2nd, 3rd and 4th floors Library lobby (South Entrance) Floor -1 Newspaper Room
Science	Library lobby Ground floor	Library lobby Periodicals Area

* The cards that are needed for using the aforementioned equipment can be acquired from the print shops located on the campus or from vending machines.

** Some scanners can be booked by filling out an online form.



Checking a microfiche.

REFWORKS

On-line tool that allows you to import, organize, export and share bibliographical references which may be used later on for writing articles and scientific projects in the required format.



VERSION FOR MOBILE PHONES

The mobile phone version of the Library Services webpage offers a selection of information, services and the most frequently used search tools; it is accessible via a range of devices.

SUGGESTION BOX

On the Library Services webpage there is a form available to users which permits them to submit suggestions Library Services. All the proposals will be studied and responded to in the shortest possible time; a summary of the suggestions made by users will be published.



The Library on your cell phone.

EXHIBITIONS

Library Services presents a number of exhibitions each year in the entrance hallway of the Main Library. Online versions of these exhibitions are produced at the same time. There are 30 such virtual exhibitions currently available.



Special Collections exhibition in the entrance hall of the Main Library.



Images from some virtual exhibitions.

4. OPENING HOURS

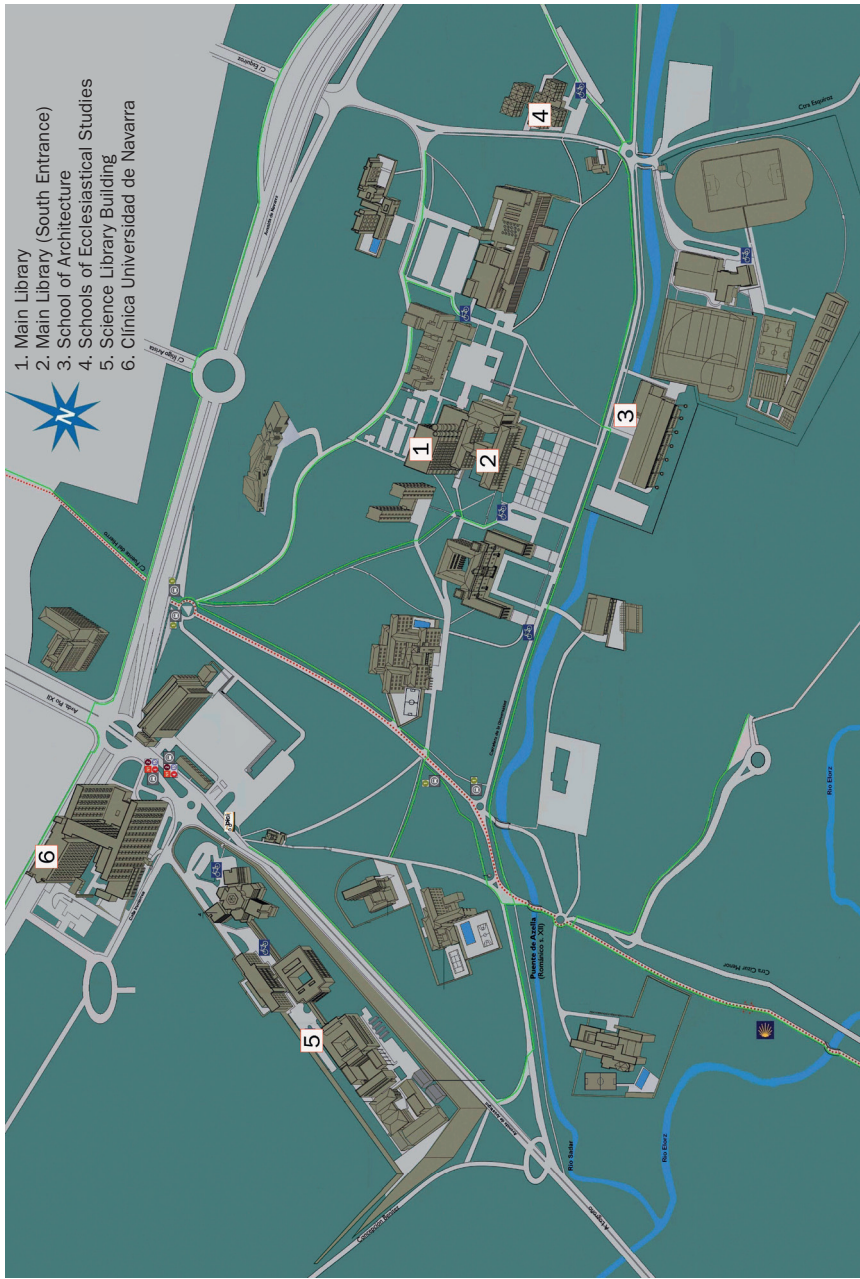
LIBRARY	OPENING HOURS
Architecture	Monday - Friday: 8.30 am - 8 pm Saturday: 10 am - 2 pm
Clínica Universidad de Navarra	Monday - Friday: 9 am - 7 pm
Eclessiastical Studies	Monday - Friday: 8.30 am - 8 pm Saturday: 8.30 am - 2 pm
Main Group Work Rooms	Monday - Friday: 8 am - 9 pm Saturday: 8 am - 2 pm
Main Media Room	Monday - Friday: 8 am - 9 pm
Main Newspaper Room	Monday - Friday: 8 am - 7 pm
Main Reference Room	Monday - Friday: 8 am - 9 pm Saturday: 8 am - 2 pm
Main Research & Undergraduate Rooms	Monday - Saturday: 8 am - 9 pm Sunday: 10 am - 2 pm
Main Special Collections Room	Monday - Friday: 8.30 am - 3 pm
Science	Monday - Saturday: 8 am - 9 pm Sunday: 10 am - 2 pm

During summer, festivities and vacation time (Christmas and Easter), and exam periods, specific timetables will be published in advance on the Library website. Information about the holidays throughout the year is also posted here.

5. FIGURES AND DATA (2013)

Volumes	1,252,992
Books before 1800	26,849
Incunabula	85
Periodicals	19,912
Subscription E-Journals	65,393
E-books	232,252
Databases available for access	460
Library open days during the year	334
Individual study spaces	3,132
Interlibrary loan requests (documents received and sent)	12,991
Volumes loaned	138,176
Attendance at training courses	2,760
Investment in acquisitions	€ 2,747,107
Downloaded documents	6,723,602
Searches on online resources	4,347,449
Number of documents in Dadun	27,646

The figures shown are the totals including the libraries of the campuses of San Sebastián, Barcelona and Madrid.





Universidad
de Navarra

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